



Department of Defense DIRECTIVE

NUMBER 5035.1

May 7, 1999

DA&M

SUBJECT: Combined Federal Campaign (CFC) Fund-Raising Within the Department of Defense

References: (a) DoD Directive 5035.1, "Fund-Raising Within the Department of Defense," August 28, 1990 (hereby canceled)
(b) Title 5, Code of Federal Regulations, Part 950; Solicitation of Federal Civilian and Uniformed Services Personnel for Contributions to Private Voluntary Charitable Organizations, November 24, 1995
(c) Executive Order 12353, "Charitable Fund-Raising," March 23, 1982
(d) Executive Order 12404, "Charitable Fund-Raising," February 10, 1983
(e) DoD 5500.7-R, "Joint Ethics Regulation," authorized by [DoD Directive 5500.7](#), August 30, 1993

1. REISSUANCE AND PURPOSE

This Directive reissues and updates reference (a) to implement, within the Department of Defense, Government-wide policy and procedures prescribed by reference (b), which implements references (c) and (d).

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Defense Agencies, the Chairman of the Joint Chiefs of Staff, the Inspector General of the Department of Defense, the Combatant Commands, and the Military Departments (hereafter referred to collectively as the "DoD Components").

3. POLICY

It is DoD policy that:

3.1. The policies, programs, and procedures prescribed in reference (b) shall be applied by DoD Components to all authorized CFC fund-raising solicitations at DoD installations and activities, except as may be permitted by reference (b).

3.2. The DoD Components are encouraged to cooperate with other Federal Agencies and CFC programs in the conduct of authorized solicitations.

3.3. Sections 950.108 and 950.602 of reference (b), and reference (e), establish restrictions on solicitation activities and methods. No employee may be coerced in any way to participate or contribute to the campaign.

3.4. The DoD Overseas Combined Federal Campaign is conducted in accordance with DoD Instruction 5035.5, during a 6-week period in the fall of each year at all overseas areas served by the Combatant Commands (except Alaska, Hawaii, Puerto Rico, and the U.S. Virgin Islands). Commanders of the Combatant Commands and Heads of the other DoD Components located in these overseas areas shall comply with all administrative, accounting and reporting procedures specified in DoD Instruction 5035.5.

3.5. The CFC is the only authorized solicitation of employees in the Federal workplace on behalf of charitable organizations. The campaign is intended to reduce disruptions in the workplace by consolidating all approved solicitations into a single, annual, officially supported campaign. Solicitations that occur on the Federal installation, but are outside of the Federal workplace, and solicitations by organizations that do not affiliate with the CFC (other than those specifically outlined in Section 950.102 of 5 CFR (reference b)), may create additional disruptions, and also compete with the CFC for donations. Consequently, commanders and heads of installations and activities should consider the negative effects of such competing interests when reviewing requests from organizations to raise funds outside of the CFC.

3.6. As an exception to policy and as specified in reference (b), fund-raising solicitations conducted by organizations composed of civilian employees or members of the Uniformed Services among their own members for organizational support are permitted, or for the benefit of specific member welfare funds, may be conducted in the workplace but should be limited in number and scope during the official CFC period in order to minimize competition with CFC.

3.7. To aid CFC fund-raising, innovative promotional events and activities such as car washes, raffles, lotteries, bake sales, carnivals, athletic events, or races are permitted during the annual campaign period. Such special events must conform to the guidance in section 3.3., above. Reference (e) also provides guidance on such activities, including specific limitations on those events that involve gambling activities.

3.8. See reference (e) for guidance on non-CFC fund-raising.

3.9. The Department of Defense is authorized limited use of its resources, including appropriated funds, in support of the CFC. The use of appropriated funds is limited to expenses related to CFC kick-offs, rallies, victory events, awards ceremonies, and other similar events that build support for the CFC, but that are not directly involved in fund-raising (such as carnivals, car washes, and sporting events). The use of appropriated funds for refreshments, personal gifts, or any other item or activity that is not essential to support the CFC is not authorized. For the DoD CFC overseas program, this authority extends to the use of installation-level CFC administrative and logistical support, and the use of military aircraft to transport CFC materials on a "space available" basis.

3.10. Local, national, and international charitable and philanthropic organizations depend on voluntary contributions to achieve their objectives. Members of the Armed Forces and civilian employees of the Department of Defense, as individual citizens and as members of the community in which they live, should have the opportunity to support these organizations. To that end, the establishment of unit/group dollar goals, while not required, is encouraged to provide a focus for good spirit and unity of purpose that contributes materially to overall CFC success. By apportionment of a given goal equitably among activities/installations, each group shares goal responsibility in a team effort, and thus has the ability with which to measure its own and the organization's progress. The campaign is open to eligible voluntary charitable and philanthropic organizations.

3.11. Each member of the Armed Forces and each civilian employee of the Department of Defense shall be encouraged, through on-the-job solicitations, to designate his or her contribution(s) to specific organizations. Such designated contributions shall, less approved administrative costs, be remitted by the principal combined fund organization/campaign administration to the specified recipients. Undesignated contributions shall be distributed according to the formula as specified in reference (b).

3.12. True voluntary giving is fundamental to Federal fund-raising activities. Procedures that: do not allow free choice; create the appearance that employees do not have a free choice to give or not give; do not provide for the confidentiality of a particular donation election; or do not provide total freedom of choice in the charitable organization designated or the amount of any donation, are contrary to Federal fund-raising policies.

4. RESPONSIBILITIES

4.1. The Director of Administration and Management, Office of the Secretary of Defense Department of Defense, shall be responsible for the general administration of the fund-raising program for the Department of Defense and shall perform the following specific functions:

4.1.1. Issue policy, instructions, and procedures required for the effective operation of the CFC fund-raising activities of the Department of Defense.

4.1.2. Provide advice and assistance on the policy, objectives, and procedures of CFC fund-raising activities of the Department of Defense.

4.1.3. Uphold the policy of voluntary giving and ensure employee choice during the CFC fund-raising campaign.

4.1.4. Provide methods to investigate employee complaints of undue pressure and coercion regarding CFC donations.

4.1.5. Designate a coordinator for DoD CFC fund-raising activities who shall:

4.1.5.1. Assist in managing and administering CFC fund-raising solicitations within the Department of Defense.

4.1.5.2. Accumulate and distribute consolidated reports of accomplishments, as required.

4.1.5.3. Maintain liaison for the Department of Defense with, and assist the Director of the Office of Personnel Management, or designee, and other CFC-affiliated organizations as appropriate, on CFC fund-raising activities.

4.1.5.4. Publicize program requirements throughout the Department of

Defense.

4.1.5.5. Answer inquiries about the CFC fund-raising activities from officials and employees and from external sources.

4.1.5.6. Arrange for investigation or corrective action on complaints that allege violation of CFC fund-raising activity requirements.

4.1.5.7. Evaluate all DoD CFC fund-raising activities as required.

4.2. The Heads of the DoD Components shall be responsible for the internal operation and administration of the CFC fund-raising program within their respective organizations, consistent with this Directive and other applicable guidance and shall:

4.2.1. Issue implementing instructions and procedures required for the effective operation of, and participation in, CFC fund-raising.

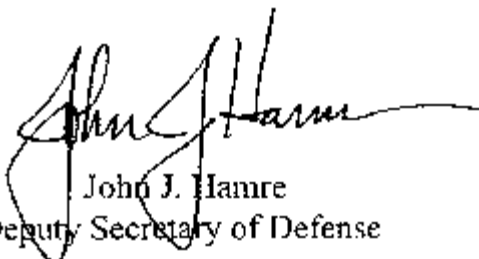
4.3.2. Prepare such reports and data as required.

4.2.3. Establish or continue any committee composed of representatives of management and employees that may be required to assist operating CFC fund-raising activities in their organizations.

4.2.4. Evaluate all Component-related CFC activities as required, and forward to the Director of Administration and Management, Office of the Secretary of Defense, all program evaluations and CFC fund-raising improvement recommendations.

5. EFFECTIVE DATE

This Directive is effective immediately.



John J. Hamre
Deputy Secretary of Defense